

Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 27 May 1958

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 21, 20 May - 27 May 1958

25X1 1. [] attended a briefing (Agenda attached)
25X1 given by [] Cable Secretary, regarding the training
25X1 requirements of the Cable Secretariat. After the briefing, []
[] in considerable detail regarding
his system of training personnel who wish to become cable analysts. The
system is unique in its simplicity and it is thought that perhaps the same
general technique might be of interest to Records Integration in their
problem of analyst training.

25X1 2. []
of the Office of the Assistant Executive Officer/DDP, and []
Training Officer, RI/DDP, regarding a proposed course []
25X1 [] is writing the minutes of the meeting and will submit these
along with recommendations to [] Assistant Executive Officer/DDP.
The possibilities under consideration are:

(1) A short (half day) indoctrination tailored to reach the
greatest number of people in the shortest possible time. This
would be sponsored by Records Integration.

(2) A catalogued OTR course of approximately two days which
would consist of lecture material, practice problem and evaluated
test.

25X1 More extensive coverage [] Operations Support and
25X1 Administrative Procedures was discussed and discarded on the grounds that
additional instruction would require not only considerable revision in
the length of both courses but would result in teaching the detailed
[] to people from components such as Medical,
Logistics, Finance and Personnel, who are not concerned with becoming
[] The additional time would, therefore, be out of all
proportion to its usefulness to the student body; and in actual practice
we would not be reaching those who are concerned [] as a
very substantial part of their daily work.

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25X1 3. When notice of an enrollment of only five students for the Budget & Finance Procedures course was received, [] asked [] to check with the training officers. As a result two additional students were enrolled. The net result was a total of five students as two of the original enrollees were unable to attend.

25X1 4. [] conferred with the Executive Officer, Office of Logistics, relative to a review of a list of authorities delegated to []

25X1 [] The list submitted was based on [] the Agency Regulations and this list, when approved, will be used as course material for the Chief of Station seminars.

25X1 5. [] had to revise the kit material for the Dispatch and Pouch lecture in accordance with the []

25X1 [] Supervisor of the RI Dispatch and Pouch Section, to ascertain that the dispatch sample, practice and test problems were in accordance with new regulations.



Attachments:

1 - Agenda

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VISIT TO CABLE SECRETARIAT

BY

DIRECTOR OF TRAINING

A G E N D A

1. Dual Role of Cable Secretariat Duty Officer's as Clandestine Services Duty Officers.

2. Utilization of OTR Training Facilities

a) Need for courses which increase our capacity to perform, irrespective of whether DD/P, DD/I or DD/S sponsored.

b) List of courses to which Cable Secretariat personnel have been and/or will be sent on duty time includes :

IOC	AMA
Basic Supervision	IRE
Basic Management	Reading Techniques
Counter Espionage Familiarization	Cable Secretariat Analyst
Clandestine Service Review (CSR)	Training
Ops Familiarization	Offset Press Training
Ops Support	Fire Fighting

c) List of course to which Cable Secretariat personnel have attended or are attending on their own time :

Voluntary Language courses

3. Exhibit Cable Secretariat SOP's (Standing Operating Procedures)

a) Covering Cable Dissemination

b) Covering Cable Processing and Related matters

4. Tour Shop

Cover Flow, function, files, service, volume, etc.

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